

Enter an Incomplete grade for a student for the six weeks.

Log in to GradeSpeed.

Click on the Average of the student that you'd like to give an incomplete to.

The screenshot shows the GradeSpeed interface. At the top, there are navigation icons for Categories, Assignments, Grades, Progress Reports, Reports, Cumulative Grades, Attendance, Seating Chart, Verify Gradebook, and Lesson Plans. Below these, the 'Class' dropdown is set to 'ATH-B-SEM-8 (0687/3) Pd 8'. There are checkboxes for 'Enter Moves Down' and 'All A's'. On the left sidebar, there is a 'Help' icon and a section for 'ATH-B-SEM-8' with details: ID: 0687, Section: 3, Period: 8, Group: 7, Teacher: Bond, Mark, School: Middle School, Semester: 2 Cycle: 6, and dates: From: Apr-14 2007, To: Aug-30 2007. The main table displays student grades. The first row is for 'Klinger, Fredrick J', with an 'Att' of 0 and an 'Avg' of 88.42. The table has columns for 'test 1', 'daily 1', 'daily 2', 'Quiz 1', 'Daily 3', and 'Test 2'. The 'Avg' column is highlighted, and an arrow points to it from the text above.

Student	Att	Avg	test 1 Aug-23	daily 1 Aug-23	daily 2 Aug-30	Quiz 1 Sep-26	Daily 3 Oct-1	Test 2 Oct-2
Klinger, Fredrick J	0	88.42	80	85	95	91	75	91
Massaro, Albert R	0	64.11	100	Msg	40	91	65	88
Silverman, Irwin F	0	94.67	85	100	100	91	85	73
Wells, Gerald P	0	84.32	72	91	95	91	70	82
Nelson, Kenneth J	0	66	Msg	35	95	91	55	97

Type in an “I” in the “Cycle Avg:” box.

Click update. Go back to the Grades page to see that the student’s grade now shows up as an “I” for incomplete.

Categories Assignments Grades Progress Reports Reports Cumulative Grades Attend

Class: ATH-B-SEM-8 (0687/3) Pd 8

View: Grades

Student: Klinger, Fredrick

Update Cancel

ATH-B-SEM-8

ID: 0687

Section: 3

Period: 8

Group: 7

Teacher: Bond, Mark

School: Middle School

Semester: 2 Cycle: 6

From: Apr-14 2007

To: Aug-30 2007

Calculated Grades

Cycle Avg: 88.42

Sem. Avg: 88

Overridden Grades

Cycle Avg: I

Sem. Avg:

Course Requests

Student List

Assignment	Category	Assigned	Due	Points Possible	Score	Original Grade	1st Retake	2nd Retake	Points Added	Override Grade	Late	Do not drop
test 1	tests and major projects	Aug-23	Aug-24	100	80	80						
daily 1	Daily work, homework & quizzes	Aug-23	Aug-24	100	85	85						
daily 2	Daily work, homework & quizzes	Aug-30	Aug-31	100	95	95						
Quiz 1	Daily work, homework & quizzes	Sep-26	Sep-26	100	91	91						
Daily 3	Daily work, homework & quizzes	Oct-1	Oct-2	100	75	75					✓	
Test 2	tests and major projects	Oct-2	Oct-2	100	91	91						
Oral Presentation	tests and major projects	Oct-4	Oct-5	24	22	22						
Organization	tests and major projects	Oct-4	Oct-5	4	4	4						
Subject Knowledge	tests and major projects	Oct-4	Oct-5	4	3	3						
Graphics	tests and major projects	Oct-4	Oct-5	4	4	4						
Mechanics	tests and major projects	Oct-4	Oct-5	4	4	4						
Eye Contact	tests and major projects	Oct-4	Oct-5	4	3	3						

Categories Assignments Grades Progress Reports

Class: ATH-B-SEM-8 (0687/3) Pd 8

Student: Klinger, Fredrick

Teacher: Bond, Mark

School: Middle School

Semester: 2 Cycle: 6

Student	Att	Avg	Test 1 Aug-23
Klinger, Fredrick J	0	I	80
Massaro, Albert R	0	64.11	100
Silverman, Irwin F	0	94.67	85
Wells, Gerald P	0	84.32	72
Nelson, Kenneth J	0	66	Msg